

**Town of Westford
Timeline
Annual Town Meeting Saturday, May 10, 2008**

Tues. Jan. 15, 2008	Warrant opens Deadline to submit Community Preservation grant application to the Community Preservation Committee.
Wed. Jan. 16, 2008	Voter registration & party enrollment change deadline for Presidential Primary
Jan. 31, 2008	Town Manager submits FY09 budget to Selectmen and Finance Committee
February 2008	Budget Hearings
February 2008	Deadline for submittal of all street acceptance application materials to Permitting Office.
Fri. Feb. 1, 2008	Deadline for town boards, committees and departments to submit new or amended bylaws to the Bylaw Review Committee.
Tues. Feb. 5, 2008	Presidential Primary
Fri. Feb. 15, 2008	4:00pm Deadline for town boards, committees and department heads to submit "placeholder" articles in as much detail as possible
Tues. March 4, 2008	4:00pm Deadline for petition articles to be submitted to the Selectmen's Office
Tues. March, 4, 2008	4:00pm Deadline for filing zoning and scenic road by law petitions to Planning Board. Selectmen review departmental placeholder articles with sponsoring board/committee/department present

- Thu. March 6, 2008** **12:00 pm** Deadline to file documentation for zoning and scenic road bylaw amendment articles with the Planning Office
- Fri. March 7, 2008** **4:00 pm** Deadline to submit Planning Board public hearing notices to Westford Eagle
- Tues. March 11, 2008** **Selectmen close the Warrant** and decide the order of the articles
- Selectmen & Finance committees meet jointly to discuss warrant articles and FY09 budget requests jointly with Finance Committee?
- Selectmen discuss wording of any proposed ballot question(s) (if necessary) with Town Counsel present.
- Public Forum: FY09 Budget discussion with Selectmen, Finance Committee & School Committee. Town boards, committees and departments invited
- Bylaw Review Committee reports to Selectmen on new or amended bylaws from boards, committees or departments.
- Wed. March 12, 2008** Warrant sent to Town Counsel for initial review
- Bylaw Review Committee recommendation to Town Counsel
- Thurs. March 13, 2008** First Planning Board Public Hearing notice(s) appear in Westford Eagle (at least 14 days before hearing date as required by law)
- Tues. March 18, 2008** **5:00pm** Deadline to submit nomination papers for the May 2 Town Elections to the Town Clerk's Office for certification (7 weeks prior to election).

- Thurs. March 20, 2008** Second Planning Board Public Hearing notice(s) appear in Westford Eagle.
- Draft Annual Town Meeting Warrant back from Town Counsel
- Fri. March 21, 2008** Final Warrant in Selectmen's packets
- Fri., March 21, 2008* *Good Friday*
- Sun., March 23, 2008* *Easter Sunday*
- Mon. March 24, 2008** Planning Board open Public Hearing on zoning and scenic bylaw petitions.
- Tues. March 25, 2008** Selectmen to vote on ballot question language for May 6 Town Election ballot (if necessary)
- Selectmen continue discussion of warrant articles and FY09 budget requests (if necessary)
- Finance Committee and Selectmen vote on their recommendations on warrant articles (except zoning-related) at a joint meeting and finalize Finance Committee Report.
- Selectmen to review Warrant from Town Counsel and sign Warrant. If review necessitates revision, Warrant to be signed by Friday, March 28th.
- Community Preservation Committee meets with Selectmen and Finance Committee to discuss community preservation funding applications.
- Mon. March 31, 2008** Planning Board opens public hearings on all zoning and scenic roads articles
- Tues. April 1, 2008** **4:00 pm** - Deadline for Selectmen to submit written notice of ballot question(s) to Town Clerk (MGL Ch.54:42C – at least 35 days prior to election)

Mon. April 7, 2008	Planning Board holds second public hearing (if necessary) on zoning and scenic bylaw petitions. Bylaw Reivew Committee recommendation to town meeting submitted for inclusion in FinCom book
Mon. April 14, 2008	Finance Committee Report goes to the printer (this is a firm deadline, so the warrant needs to be finalized!)
Tues. April 15, 2008	Deadline to mail notice of street layout public hearing to abutters (at least 7 days before the public hearing).
Wed. April 16, 2008	8:00pm Voter registration and party enrollment change deadline for Annual Town Election and Meeting.
Thurs. April 17, 2008	Final Motions back from Town Counsel to go in Selectmen's packets and to the board, committee, department or petitioner proposing the article
<i>Sunday, April 20, 2008</i>	<i>Passover begins at sundown</i>
<i>Fri. April 21 – 25, 2008</i>	<i>School Vacation</i>
<i>Mon, April 21, 2008</i>	<i>Patriots Day holiday</i>
Tues. April 22, 2008	Annual Town Meeting Warrant posted in Town Hall, post offices and the library (Bylaw Chapter 51.1&2.C.1 "at least 14 days before the election"), and on the web Planning Board closes hearings on zoning and scenic bylaw articles. (Because this is less than 21 days prior to Town Meeting, the Planning Board is required by state statute to make a report of its recommendations on zoning articles to Town Meeting)

- Tues. April 22, 2008** Planning Board presents public hearing results on zoning and scenic bylaw and street acceptance articles to the Board of Selectmen.
- Selectmen hold a public hearing for any street layout plans.
- Selectmen review Town Counsel's final wording of motions. Any changes after this date must be in the form of an amendment on the floor of Town Meeting
- Selectmen and Finance Committee finalize positions on warrant articles.
- Thurs. April 24, 2008** Selectmen and Finance Committee positions on articles as voted Tuesday evening appear in the Westford Eagle
- Fri. April 25, 2008** Review of final motions and Town Meeting process with Town Counsel, Selectmen chair, Moderator, Finance Committee Chair, Town Manager, Asst Town Manager, Finance Director & Town Clerk
- Mon. April 28, 2008** Motions available to the public
- Deadline for mailing Finance Committee Report to voters (Bylaw Chapter 51.1.C.2 "at least 10 days before the meeting")
- Tues. April 29, 2008** Selectmen conduct live Warrant review With committee chairs who are article proponents (joint chairs?)
- Fri. May 2, 2008** Deadline to file approved street layout plan with the Town Clerk (at least 7 days prior to Town Meeting per MGL Ch. 82, Sec. 22)
- Deadline for having proposed Power Point presentations for Town Meeting to the Computer Information Systems office

BOS Approved
January 8, 2008

Fri. May 2, 2008

Deadline for submittal for all Town Reports
that will be presented at Town Meeting,

Tues. May 6, 2008

Town Election

Sat. May 10, 2008

Annual Town Meeting

Mon. May 12, 2008

Annual Town Meeting Continued
(Only if needed)